

MANTUA TOWNSHIP SOCCER ASSOCIATION BY-LAWS

Revised October 10, 2017

ARTICLE I

PURPOSE

The Corporation, hereafter referred to as Mantua Township Soccer Association (MTSA), is formed to promote and encourage support of soccer in the Township of Mantua; to promote and encourage the sport of soccer among the youth of Mantua Township and the surrounding communities; to educate the youth of Mantua Township by teaching them sportsmanship and fair play in the sport of soccer and to teach them the benefits of team sport; to promote and encourage the support, pleasure, exercise, and recreation of its members and their children; to promote sociability

and friendship among its members; and to manage and conduct entertainment, excursions, and social meetings of its members. The Organization is structured and shall be operated exclusively for charitable or educational purposes as defined in Section 501(C)(3) of the Internal Revenue code of 1954.

PHILOSOPHY

MTSA shall do its best to have every child participate equally. It shall emphasize sportsmanship and teamwork.

It shall attempt to seek the best behavior in children through everyone's positive speech and behavior. Keeping this philosophy in mind, it is a policy of MTSA that each child playing recreation or travel, will play at least half of each game. The only exceptions to this policy are as follows:

1. The child is sick or injured
2. The child chooses not to play
3. The child is missing practices or is a discipline problem

ARTICLE II

OFFICES

MTSA may have such offices as the association may require. The principle address shall be P.O. Box 11, Mantua, N.J. 08051, in the county of Gloucester and the state of New Jersey. By-Laws and other organizational processes and information will be maintained at the MTSA website at <http://www.mantuasoccer.com/>.

ARTICLE III

MEMBERS

Any person, 18 years old or over with a genuine interest in MTSA and who follows the philosophy of the organization, and is willing to actively participate, will be eligible for membership.

Active Members: Any person, 18 years or older, who attends at least five (5) meetings a year (coaches' meetings and committee meetings included), or gives at least ten (10) hours of their time in one year will be considered an Active Member. A record of time put in will be kept by the Secretary for persons who are not coaches or board members.

MTSA may have cause to issue, certificates, cards, or other instruments permitted by law evidencing membership in the corporation.

ARTICLE IV

EXECUTIVE BOARD

The Executive Board of the Corporation will consist of the following voting officers in order of succession and no one person will be permitted to hold more than one office at a time:

PRESIDENT: shall be the principal officer of the Corporation and shall supervise all of the business affairs of the Corporation. The President shall preside over all meetings of the membership, Executive Board and Board of Trustees.

VICE PRESIDENT (VP): shall perform the duties of the president in his/her absence or in the event that the president is unable to perform his/her duties. The Vice President shall also oversee all committees formed by the Corporation.

VP IN CHARGE OF BOYS PLAYER DEVELOPMENT: shall be in charge of the registration of all boys Travel players. The VP is responsible for organizing players into teams as per the by-laws, scheduling of coaches' meetings, arranging of practice schedules, and relaying any difficulties that may occur in the Travel Program to the President or the Board of Trustees. The VP is also responsible for selecting and training of coaches for the Travel Program with the approval of the Executive Board. The VP is designated as the league representative and shall attend league meetings.

VP IN CHARGE OF GIRLS PLAYER DEVELOPMENT: shall be in charge of the registration of all Girls Travel players. The VP is responsible for organizing players into teams as per the by-laws, scheduling of coaches' meetings, arranging of practice schedules, and relaying any difficulties that may occur in the Travel Program to the President or the Board of Trustees. The VP is also responsible for selecting and training of coaches for the Travel Program with the approval of the Executive Board. The VP is designated as the league representative and shall attend all league meetings.

VP IN CHARGE OF U5-U8 RECREATIONAL PROGRAM: shall be in charge of organizing U5-U8 players into teams as per the by-laws, scheduling of coaches' meetings, arranging practice and game schedules, and relaying any difficulties that may occur in the Recreational Program to the President or the Board of Trustees. This VP is also responsible for the selecting and training of coaches for the Recreational Program with the approval of the Executive Board.

SECRETARY: shall keep the minutes and records of the Corporation in the appropriate books and see that all notices are given in accordance with the by-laws, or as provided by law. The Secretary must keep the seal of the Corporation, affix same to the appropriate documents, and keep a list of all active members and their mailing addresses. The VP shall perform such duties as may be assigned by the President.

TREASURER: shall have charge and custody of, and be responsible for, all funds and securities of the Corporation. Only the Treasurer, the President and the Vice President may sign checks in order to pay any outstanding bills. The treasurer shall perform all duties incidental to the office of Treasurer as well as other duties as may be assigned by the President.

FUNDRAISING MANAGER: shall organize and manage fund raising activities and events for the association. All events and activities must be approved by the board. Shall report progress and results of fund raising activities to the Executive Board and shall be the primary point of contact for fundraising activities and issues.

FIELD COMMISSIONER: shall oversee the maintenance and upkeep of all playing fields, practice fields, and field equipment used by the Association. Shall be responsible for the safety of the playing fields to include field and equipment condition and proper use.

ARTICLE V

ELECTIONS

NOMINATIONS - nominations for all offices will be opened at the January board meeting and closed during the February board meeting.

QUALIFICATIONS OF OFFICERS - any Active Member of the Corporation.

VOTING - All officers will be elected by the Active Members at the March membership meeting and installed into office April 1st.

TERM - Each officer shall remain in office until their successor is elected or appointed and qualified, subject to early termination by removal or resignation. Vacancies may be filled at any meeting (regular or special).

REMOVAL - Any officer elected by the membership may not be removed except by the membership and only after the membership agrees that to do so would be in the best interest of the Corporation.

ARTICLE VI

MEMBERSHIP MEETINGS

REGULAR MEETINGS: The regular meeting of the MTSA will be held each month in the Mantua Township Municipal Building, or when called by the Executive Board.

SPECIAL MEETINGS: Special meetings of the membership may be called by the President, Vice President or Vice Presidents of Player Development. Special notice will be sent to Active Members in case of special meetings.

QUORUM: A quorum of four Executive Board members is needed for any business to be transacted at any Membership Meeting.

ARTICLE VII

COMMITTEES

The Executive Board may establish committees consisting of at least three members of the MTSA for carrying out the goals of the MTSA. These committees may not exercise the authority of the Executive Board. All committees shall function in accordance with the rules and procedures of the Executive Board.

ARTICLE VIII

SEAL

The seal of the Corporation shall be kept by the Secretary.

ARTICLE IX

AMENDMENTS

These by-laws may be amended or repealed by an affirmative vote of the majority of those present at the membership meeting. In order to change a by-law, the change must be read at three consecutive meetings and voted on at the third meeting.

ARTICLE X

OFFERED PROGRAMS

MTSA offers and manages two primary programs: a Recreational program for younger players (4-9 year olds) where teams are formed from registered players and games are played at the MTSA fields or other local community's facilities; and a Travel program for 8-18 year olds where teams register in a league and games are played at home and away in other towns. MTSA also offers other activities on an ad-hoc basis such as training camps and sessions.

ARTICLE XI

REGISTRATION

Dates for registration shall be set by the Executive Board and consider league requirements for Travel programs. Registrations will be conducted using the commercial on-line registration system which is Bonzi and managed by the Vice Presidents in Charge of Player Development with the assistance of the Executive Board. Registration

notifications will be sent out via email to existing club members and registration information will also be advertised on the MTSA web-site, on signs placed in the community and via flyers distributed to local schools and other community groups.

Registration fees shall be set each season by the Executive Board considering operating costs, fund raising levels and other considerations affecting the MTSA financial position. Registration policies and processes for refunds, late fees, and financial hardship requests and other requests for waiver of registrations fees will be posted to the MTSA web-site. Executive Board members shall receive registration vouchers for registering their children at no cost.

ARTICLE XII

TEAM FORMATION AND DESIGNATION

- A. **TRAVEL PROGRAM TEAMS** – Player assignment to Travel teams will be done by the respective Vice Presidents in Charge of Player Development with the approval of the Executive Board. Assignment to a Travel team is for a full year of play from August 1st to the next July 30th unless the player resigns or agrees to play on another team.
1. **ABILITY RATINGS:** Players will be placed on teams based on their abilities using ability rating sessions coordinated by the respective Vice President in Charge of Player Development. In situations where the number of registered players is less than the allowable roster size ability ratings may not be conducted. The respective Vice President in Charge of Player Development must determine if ratings sessions are needed and approve final team rosters.
 2. **ORDER OF SELECTION:** Selection to the teams will rely upon the ratings compiled at the ability ratings. Additional information (e.g., Recreational ratings, coaches' recommendations) may be used in conjunction with the ability ratings.
 - i. For all Small sided 7v7 and 9v9 Teams and first year 11v11 teams, Player ability rating sessions, if needed, shall include independent reviewers in addition to current or prospective coaches (this may include an independent rating organization or other coaches and/or board members and shall be approved by the Executive Board). The respective VP of Player Development shall work closely with current or prospective coaches in forming teams and should reach a consensus with the respective coaches though the VP must be in agreement. Conflicts between coaches and the respective VP shall be resolved by the Executive Board.
 - ii. For 2ND Year 11 v 11 Teams, the coach of the highest-level team at that age level will have first selection of all of his/her players and shall rely on the use of ability ratings to the maximum extent possible. The coach of the second rated team at that age level will follow and so on.
 - iii. A coach's child/children may play on his/her team regardless of ability. If the parents of two siblings of different abilities request that their children play on the same team, this request may be honored with both children playing at the lower ability level.
 3. **ROSTER SIZE:** MTSA will register and try and place players up to the league roster limit on small sided teams, but will also consider a player's ability to be part of a Travel Team to ensure the safety of the player as well as the impact on the team of players who might be significantly below the overall level of the travel team. The decision to not place a registered player on a team with open roster spots must be approved by both the head coach and the respective VP in charge of travel teams. In the event of a disagreement the issue will be brought to the Executive Board for resolution.
 4. **MOVING PLAYERS UP EARLY:** A player may be moved up to the next age level if:

- i. The coach of the team at the higher age level requests the player to try out for the highest rated team and, in the opinion of the coach and Executive Board, the player demonstrates the ability to play at that level. This will only be done with the approval of the parent.
- ii. The respective VP in Charge of Player Development must move the player in order to form teams with appropriate number of players. This will be done only with the approval of the Executive Board

5. SPECIAL TEAM DESIGNATIONS

- i. Player/Family Commitment Level: MTSA Travel teams and players are expected to participate in the South Jersey Soccer League (boys) and the South Jersey Girls Soccer League (girls). Teams are allotted two practices nights per week for 1 ½ hours, receive a trainer in the fall one night a week (included in the practice nights), participate in 10 games each season (fall, spring) and play one to two local tournaments a season. Practice for the fall begin in August and run thru the season while practices for the spring begin in February and run thru the season. Players may voluntarily participate in other training activities such as camps and summer league play. This is the commitment a registered player is expected to make when placed on a Travel team.
- ii. In certain situations, coaches can request special designations from MTSA such as playing in a different league (e.g., at a higher level of play) or requiring a higher level of commitment from the players such as mandatory participation in outside training events, tournaments, and winter and summer leagues/programs, and other activities. In order to receive approval for these special designations the coach must request them through the respective VP in charge of player development and the request brought to the Executive Board for approval. The coach should provide rationale for the request and include any supporting information such as agreement from current team players/families to commit to higher levels of participation. If approved, any additional placement of players on these teams must include coach approval of ability of the player along with a commitment acknowledgement from the player's family.
- iii. Approval of a special designation request will allow the coach more control over roster size, playing time distribution and commitment to training and tournament participation. Any additional costs such as higher league fees and costs associated with tournaments and training outside of the MTSA offered training and tournament reimbursement will be solely born by the team players/families. Should this Team not live up to these Standards it can be voted on again by the Board to pull away the Special Designation.

6. GPS CLEARVIEW

- i. GPS CLEARVIEW is a partnership between Harrison Soccer Club (HSC) and Mantua Township Soccer Association (MTSA) in conjunction with Global Premier Soccer (GPS). It was created to provide an opportunity for our most talented players to have a structure and environment to development without having to leave our clubs. This is a year-round program for soccer committed* players. The program will focus both on each player's individual ability and goals, and organizing a team focused on maximizing their potential by participating at the highest possible levels. Ultimately our goal is to see as many of our graduates as possible play college soccer. We will strive to do this by offering our players the best available training, coaching, equipment and facilities.
- ii. GPS CLEARVIEW will be administered by an Oversight Committee consisting of five members, two each from the boards of HSC and MTSA and one from the board of GPS. While GPS will be responsible for all day-to-day operations of GPS CLEARVIEW, the Oversight Committee will have a final say over any and all decisions/operations.
- iii. The Oversight Committee will be started by the 4 Members that created GPS CLEARVIEW Project. Should they decide to step down, a replacement would be voted on by the Executive Board.
- iv. GPS CLEARVIEW by-laws (Attached) are subjugated to the by-laws and constitutions of

HSC and MTSA. Any by-law or constitution conflicts will be settled in favor of HSC or MTSA by-laws or constitution. If there is a conflict between HSC and MTSA by-laws or constitutions the matter will be decided by agreement of a minimum of four (4) GPS CLEARVIEW Oversight Committee Members.

*Soccer committed means that their soccer team training and games will take precedence over other sports.

- B. RECREATIONAL PROGRAM TEAMS - The make-up of the teams for the Recreational Program will be done by the VP in Charge of the Recreational Program with the approval of the Executive Board.
 - 1. Recreational U5-U8: Players will be placed on a team by random selection from a master list or by player ratings to create equally rated teams. Teams will play intra-mural with a few possible exceptions. Consideration will be given to requests by parents as much as possible when placing players on teams. U5-U6 will be Coed and then moved to U7-U8 to either gender.
- C. ROSTERS - Rosters for both Recreational (U5-U8) and Travel (U9-U19) teams consisting of all players, coaches and assistants will be maintained in Bonzi and managed by the respective VP in Charge of Player Development for their assigned groups.

ARTICLE XIII

FUNDRAISING

- A. The Executive Board will approve all fundraising events. Normal events will involve a fall and a spring fund raising activity.
- B. Team participation in fundraising events is required. Coaches and/or team managers are expected to encourage participation by players and their families in each fundraising event and shall serve as the fundraising coordinator or appoint a responsible parent to serve in this role
- C. Funds collected from fundraising events shall be deposited in the MTSA general account and be used at the Executive Board's discretion for the benefit of the club.
- D. Team fundraisers shall be approved by the Board at the request of the coach and will only be considered for teams who actively participate in MTSA fundraisers.
- E. The Executive Board may approve raffle opportunities of minimal dollar value. Such raffles are not a substitute for the fall or spring fundraising event. Raffle events should at a minimum cover the cost to MTSA of the raffle prize offered.
- F. Fundraising projects, events, or other activities sponsored by MTSA or member teams must be approved by the board. Proposals for MTSA or team member fundraising activities must be presented to the board in writing. Proposals shall be presented to the board 2 months prior to the event and cannot run at the same time as the Mantua Soccer Fundraiser.

ARTICLE XIV

FINANCIAL MANAGEMENT

- A. All financial transactions shall be transparent and shall have safeguards to ensure proper management and use of MTSA funds. This includes requiring two signatures on any expenditure or reimbursement made by MTSA check.
- B. The Treasurer shall provide monthly reports showing revenues received from registrations, fund raising and other receipts (profit and loss statements) as well as expenditures to include league fees, referee fees, equipment, field maintenance, office supplies and other valid MTSA expenditures (expense statements).
- C. The Treasurer shall provide annual calendar year reports summarizing total revenues and expenditures for the year along with comparisons to previous year revenues and expenses.

- D. Financial reserves maintained by MTSA and major expenditures (e.g., investments in lighting, field irrigation and drainage) will consider state and federal guidelines for non-profit organizations.

ARTICLE XV

SELECTION OF COACHES

- A. **HEAD COACHES** - The head coach of each team will be selected from interested Active Members eighteen (18) years of age or older by the respective VP in Charge of Player Development and presented to the Executive Board for approval.
- B. **ASSISTANT COACHES** - Assistant coaches will be chosen by the head coaches of each team and presented to the respective Vice Presidents in Charge of Player Development and the Executive Board for approval. Assistant coaches must be at least eighteen (18) years of age and must abide by the by-laws.
- C. **STUDENT COACHES** - Student coaches are only authorized for Recreational Teams. Student coaches may be selected by the head coach of a team and presented to the respective VP in Charge of Player Development and the Executive Board for approval. Student coaches will always be supervised by the head coach of that team and must abide by the by-laws of the Corporation.

ARTICLE XVI

CONDUCT OF COACHES, PLAYERS AND PARENTS

- A. **CONDUCT OF COACHES (Head, assistant and student):**
1. Coaches shall handle the players on the team in such a manner as to directly reflect the by-laws of the Corporation.
 2. Coaches will treat all parents and players equally and with respect without regard to race, religious beliefs, ethnic origin, gender, or playing ability at all times.
 3. Coaches will teach the game of soccer in accordance with the policies and procedures set forth by the Mantua Township Soccer Association.
 4. Coaches will provide a good example for players by refraining from using tobacco or foul language while in their presence.
 5. Coaches will not attend practices or games with the odor of alcoholic beverage on his/her breathe.
 6. Coaches will not abuse players, referees or other coaches either verbally or physically.
 7. Coaches are responsible to ensure that both parents and players are familiar with and behave in accordance with the tenants of the Sportsmanship, Teamwork, Integrity and Conduct in Sports (STICS) program. Details of the STICS program are maintained on the MTSA website for review by coaches, parents and players.
- B. **CONDUCT OF PLAYERS AND PARENTS**
1. Parents and players will not abuse players, referees, coaches, or members of the opposing team either physically or verbally.
 2. Parents and players will refrain from using foul language while in the presence of players, referees, coaches, or members of the opposing team.
 3. Parents are required to certify acceptance of the STICS program tenants as part of the on-line registration process.
- C. **TABLE OF MINIMUM PENALTIES FOR UNACCEPTABLE CONDUCT**
1. The Table of Minimum Penalties for Unacceptable Conduct as set forth by the South Jersey Girls Soccer League (SJGSL), South Jersey Soccer League (SJS�), and any other leagues MTSA teams may participate in, and the New Jersey Youth Soccer Association (NJYSA) shall apply to coaches, players and parents.
 2. The Executive Board will act in accordance with all penalties as prescribed by the SJGSL, SJS�, any other leagues MTSA teams may participate in, and NJYSA when handling all matters regarding unacceptable conduct.

ARTICLE XVII
GRIEVANCE PROCEDURES

- A. GENERAL – To give each member, player, or parent a chance to have their complaint registered and/or resolved, the following procedure shall apply to all complaints or grievances
1. If the grievance concerns a player, coach, parent, or team, an attempt must be made to have the problem resolved by the coach involved. Should this not be possible, the grievance will be presented to the respective Vice President in Charge of Player Development. Should the VP not be able to resolve the grievance, it will be submitted to the Executive Board.
 2. All other grievances will be submitted directly to the Executive Board.
 3. When a grievance reaches the Executive Board, the Board will summon all parties concerned to hear testimony. A vote will be taken by secret ballot to resolve the issue. The decision of the Executive Board is final with no recourse.
- B. GRIEVANCES AGAINST COACHES, PLAYERS OR PARENTS
1. An attempt to resolve the grievance must first be made with the affected coach.
 2. If the grievance is of a serious nature, such as, but not limited to, a violation of Conduct of Coaches paragraph 5 or 6 and/or Conduct of Players and Parents, all paragraphs, it may be presented directly to the respective Vice President in Charge of Player Development.
 3. If the respective Vice President in Charge of Player Development feels that the offense is of a serious nature, the VP may immediately suspend the coach, player, or parent involved pending a hearing before the Executive Board at the earliest opportunity
 4. When a grievance reaches the Executive Board, the Board will act in accordance with this article (see GENERAL, paragraph 3 above).
 5. Coaches who do not abide by the by-laws may be removed from their position by the Executive Board
 6. Players or parents who do not abide by the by-laws may be expelled from future participation in MTSA soccer programs.

ARTICLE XVIII
END OF SEASON AWARDS

All awards are to be determined by the Executive Board.

ARTICLE XIX
TRAVEL UNIFORMS

1. All boys travel teams shall wear the same uniform.
2. All girls travel teams shall wear the same uniform.
3. All travel uniforms shall be approved by the Executive Board.
4. All travel uniforms shall have primary colors of Gold and all alternate uniforms shall have a primary color of white. Teams can Elect to have a 3rd Alternate Jersey approved by the Executive Board.
5. Select Teams can elect to have a different style uniforms as long as it is approved by the Executive Board and has MTSA Premier Team on the Front of the Jersey.

Revision History

November 2017

In Article III, add two new board positions. Field Commissioner & Fundraising

In Article XVII included laws around GPS Clearview

November 2000

In Article IV, Regular Meetings, deleted “from August through December” due to meetings being held every month of year.
In Article XI, “U-12 through U-16: Players will be picked...” was changed to “U-11 through U-16: Players will be picked...” due to Gloucester County Soccer League changing to age specific brackets.

In Article VI, Executive Board, “QUORUM: At least four officers must be present...” was change to “QUORUM: At least five officers must be present...”

November 2001

In Article VI, Executive Board, deleted reference to League Representative position and replaced with field commissioner position. Changed Item 1 and Item 3 under Elections to make field commissioner position an elected position.

In Article XI, Team Selection, Travel Teams Item 1, changed “U-11 through U-16” to “U-10 through U-16” due to fact that U-10 teams now travel. In Team Selection, Recreational Program Teams Item 2, deleted U-10 references. April 2002

In Article VI, Executive Board, split V.P. In Charge of Player Development into V.P. for Boys and V.P. for Girls. Added that V.P. shall attend league meetings. Split V.P. In House Program into V.P. for U-5,U-6,U-7 and V.P. for U-8,U-9. Added new positions under Elections sections 1 and 3.

In Article XI, Team Selection, changed “U-10 through U-16” to “U-10 through U-19”.

In Article XV, End of Season Awards, deleted first and second paragraphs and changed “all other awards” to “all awards” in third paragraph. January 2003

In Article VI, Executive Board, added Stand Manager position. February 2004 In Article VI, Elections-1, changed “opened at November” to “opened at April” and “closed during December” to “closed during May”. In Election-3, changed “at the December” to “at the May” and “into office immediately” to

“into office September 1st”. Changes made to match soccer season and to provide transition period to train new officers.

June 2008 In Article IV deleted “on the third Thursday”. Changed quorum from four to five in Quorum section. Added “to elect board members” to Voting section. In Article V-3B changed December to May. In Article VI, deleted references to U-5. In

Article X-1 added “parent”. In Article X-1 and 2, revised team selection process. In Article X 3-1 and 2, added “or by player ratings to create equally rated teams”. In Article XIII, added Conduct of Players and Parents and Table of Minimum Penalties. In Article XIII, added references to layers and parents in Grievances Against Coaches section. In Article XIV, deleted “there will a maximum of 2 assistant coaches”. Added Article XVI.

June 2011 – Dropped the Concession Stand Manager as a board position. Added Fundraising as a board position. Split VP of girls travel into 2 board positions.

March 2012 – complete revision.

December 2012 – revised section on Travel Team formation to reflect role of VP and coaches in the process.